

**WORK SPECIFICATIONS AND STANDARDS  
JANITORIAL AND LAUNDRY SERVICES  
DEADHORSE FSS/TRANSIENT QUARTERS**

All work described herein shall be done in accordance with the following specifications and standards. Appendix A lists the rooms, the estimated square footage and the number of days per week each is to receive janitorial, and if applicable, laundry services. Most services can be performed any time during day before 10PM, excluding holidays, except that work which would have normally been done on the holiday, shall be done the following day in addition to that day's normal duties. All work shall be accomplished at the specified times except by mutual agreement between the contractor and the contracting officer's representative (COR).

The contractor is to provide all cleaning supplies and expendable equipment such as brooms, mops, dust cloths, laundry detergent, and toilet paper, bar soap and paper towels for public restrooms. The contractor is to provide a vacuum cleaner and carpet shampooer.

Contractor shall dispose of all refuse at the local dump.

A. Weekly: To be performed once a week.

1. Item: Floors, uncarpeted  
Rooms: All

Specifications: After vacuuming or sweeping floors, mop with a detergent solution. Remove all spots, stains, marks and streaks with an appropriate cleaning agent from floors, baseboards, doorjams, cabinets and furniture legs.

Standard: A properly mopped and cleaned floor is free of all deposits, stains, streaks, film, and brush marks.

2. Item: Furniture Dusting  
Rooms: All

Specifications: Dust all cabinets, tables, chairs, counters, bookcases lockers, closet shelves, radiators, windowsills, doorsills, banisters, consoles and wall-mounted appurtenances. Remove all spots and stains with a damp cloth. Equipment such as radios and electronic equipment, sitting or stored on shelves and tables, are not to be dusted, moved or handled.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint and cobwebs.

3. Item: Kitchen Area

Specifications: damp wipe sinks, faucets, countertop, stove top or microwave oven and refrigerator front with a solution of water and detergent. Damp wipe all cleaned surfaces with clean water and wipe dry with a clean cloth.

Standard: A properly cleaned kitchen unit is free of all stains, streaks, smudges, deposits, odors and has an orderly appearance.

4. Item: Venetian Blinds  
Rooms: All

Specifications: Dust with a lint-free cloth or feather duster.

Standard: A properly cleaned venetian blind is free of dust, dirt, and spider webs.

5. Item: Drinking Fountains

Specifications: Damp wipe all drinking fountains with a solution of water, detergent, odor counteractant and germicide. Use a chlorinated powder to remove stubborn stains. Damp wipe all cleaned surface with clean water. Polish exterior and hardware with a lint-free cloth.

Standard: A properly cleaned drinking fountain is free of all fingerprints, smudges, streaks and film.

6. Item: Air Traffic Plastic Shades

Specifications: Dust with lint-free cloth or feather duster.

Standard: A properly cleaned sunshade is free of dust, dirt, and spider webs.

7. Item: Changing Beds

Rooms: 312, 313, 314 (To be cleaned on the day of Air Traffic's crew shift change.)

Rooms: 315, 316, 317 (To be cleaned on a call-out basis.)

Specifications: Remove all linen and remake bed with clean linen.

Standard: A properly made bed has smoothly tucked linen with blankets and bedspread neatly covered on bed.

B. Weekly: To be performed twice a week

1. Item: Floors, carpeted

Rooms: All

Specifications: Vacuum carpeting with an industrial-type vacuum and inspect for spots. When spots appear, remove with an appropriate spot removing solution using manufacturer's recommended techniques.

Standard: A properly spot-cleaned vacuumed rug or carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

2. Item: Restrooms

Specifications: Damp wipe all washbasins, faucets, dispensers, plumbing fixtures, tops and bottoms of toilet seats, pipes, walls in

the immediate area of washbasins, and spot clean toilet doors and partitions with a solution of water, detergent, odor counteractant and germicide. Pour a quantity of the solution into each toilet bowl and urinal and clean with a bowl brush. Remove stubborn stains in washbasins with a chlorinated powder and remove lime deposits, rust or other stains from toilet bowls and urinals with an acid-type cleaner. Damp wipe all cleaned surfaces with clean water and wipe dry with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean mirrors with a commercial glass cleaner and polish with a lint-free cloth. Fill all soap, paper towel, and toilet paper dispensers and check to insure proper operation. Vacuum floors and mop with a solution of water, detergent, odor counteractant and germicide.

Standard: A properly cleaned restroom is free of all streaks, stains, deposits, and odor.

3. Item: Linen, Bath Towels, and Dish Towels

Specifications: Linens, bath towels, and dish towels laundered in FAA provided washer and dryer.

Standard: A properly laundry service will provide clean linens and towels at all times.

4. Item: Waste Receptacles

Rooms: All

Specifications: Empty all waste from waste receptacles into contractor-furnished plastic bags and wipe receptacles inside and out as necessary. Waste receptacles, which have been lined with plastic bags, are not required to be wiped provided no leakage has occurred. Plastic liners are to be changed when stained or soiled. Place sealed plastic trash bags in outside containers serving the FAA compound.

Standard: A properly cleaned waste receptacles and plastic-liners are free of all waste residues.

C. Quarterly: To be performed the last week of December, March, June, September

1. Item: Floors, uncarpeted, waxing

Specifications: Strip all old wax from tiled floors using an appropriate industrial grade wax remover and a brush or steel wool

agitation. Remove all marks and stains with an appropriate cleansing agent. Rinse with clean water to remove all wax deposits. Wax with an appropriate nonskid wax, equal or superior to Federal Specification P-W-155A, using the manufacturer's recommended techniques. Buff to a uniform gloss. Remove all wax deposits from furniture legs, cabinets, baseboards and doorjambs.

Standard: A properly cleaned, waxed and buffed floor is free of all marks, stains, streaks and wax-buildup and has a uniformly bright appearance.

2. Item: Furniture, vacuum and damp wipe  
Specifications: Damp wipe vinyl-covered seats of chairs and sofas with detergent solution, damp wipe cleaned surfaces with clean water and wipe dry with a clean cloth. Vacuum all chairs with fabric seats and backs.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint and cobwebs.

3. Item: Windows, inside  
Specifications: Wash all windows on the inside. Wipe away all spillage, drippings and stains immediately with a damp cloth. When temperatures are below 30 F, add an appropriate alcohol or chemical to the solution to prevent freezing.

Standard: A properly washed window is free of all fingerprints, streaks, smudges and film.

D. Semi-annually: To be performed in May and September.

1. Item: Walls, doors, and woodwork

Specifications: Spot clean all walls, doors and woodwork using an appropriate spot removing agent to remove all fingerprints, spots, stains and smudges. Wipe away any stains, spillage and dripping with a damp cloth.

Standard: A properly spot-cleaned wall, door and woodwork is free of all fingerprints, spots, smudges and stains.

2. Item: High Cleaning and light fixtures  
Rooms: All

Specifications: Dust all vents, grilles, tops of doors and light fixtures with a treated cloth or vacuum attachment. Remove any spots with a damp cloth.

Standard: A properly cleaned pipe, vent, grille, ledge, transom or light fixture is free of all dust, grit, spots, lint and cobwebs.

3. Item: Windows, outside

Specifications: Wash all windows on the outside. Wipe away all spillage, drippings and stains immediately with a damp cloth. When temperatures are below 30 F, add an appropriate alcohol or chemical to the solution to prevent freezing.

Standard: A properly washed window is free of all fingerprints, streaks, smudges and film.

3. Item: Carpet Cleaning

Specifications: After vacuuming, shampoo the carpeting using an industrial-grade, foam rug cleaner, using manufacturer's recommended techniques. The time for accomplishment will be agreed upon between the contractor and the contracting officer's representative.

Standard: A properly shampooed carpet is free of all streaks, stains, and matted areas and has a uniformly bright appearance.

## APPENDIX A

### DEADHORSE FSS/TRANSIENT QUARTERS

#### WORK SCHEDULE

##### General Janitorial Services

<u>Room</u>	<u>Floor Covered</u>	<u>Frequency</u>	<u>Apprx.Sq Ft.</u>
4 each Bedroom/ Bathroom	carpet tile	See Specs	300 w.bath
1 each Bedroom Bathroom	carpet tile	See Specs	282 w.bath
1 each Bedroom Bathroom	carpet tile	See Specs	365 w.bath
1 each Laundry Room	tile	See Specs	189
1 each Public Bathroom	tile	See Specs	80 ½
1 each Kitchen area	tile	See Specs	144 ½
1 each Pantry	tile	See Specs	59
1 each Lounge	carpet	See Specs	221 ½
1 each Exercise Room	carpet	See Specs	272
1 each AT office	carpet	See Specs	86
1 each AT Control Room	carpet	See Specs	606 ½
1 each Electronics Room	carpet	See Specs	523
3 each corridors	tile	See Specs	188
2 each stairway landgs	tile	See Specs	21 ¼
2 each stairways	tile	See Specs	18 steps 4 ½' wide